

Assistant Manager for Recruiting (AMR)

Extended Position Description

The Assistant Manager for Recruiting is responsible for the direct supervision of approximately 20-25 Recruiting Assistants and related office staff.

- Responsible for the management and supervision of the recruitment and testing of applicants to fill Local Census Office (LCO) positions.
- Prepares an LCO recruiting plan to ensure that staffing needs are met for all field and office positions.
- Implements and evaluates the recruiting plan to ensure that adequate numbers of qualified applicants are available for selection from all areas of the LCO and to ensure a locally representative workforce of census employees.
- Assists the Local Census Office Manager (LCOM) to develop and maintain good public relations with local news media, community leaders and organizations, and local government officials, to promote community cooperation and generate support for recruitment efforts.
- Conducts the recruitment process to assure that applicants are identified and tested.
- Maintains liaison with organizations that refer applicants and other employment sources.
- Distributes literature to potential applicants and explains the responsibilities of open positions as well as the goals of census programs.
- Recruits, selects, and trains Recruiting Assistants, Office Operations Supervisors (OOS), and the office clerks responsible for scheduling and conducting employment tests of applicant indigenous to the LCO operations area.
- Responsible for the supervision of office staff. Clerical work shifts will vary due to staggered starting times or night and weekend shifts, depending on operational requirements.
- Monitors the applicant pool to ensure that it contains sufficient numbers of qualified applicants to fill all field and office positions in all geographic areas of the LCO.
- Establishes a reserve of available applicants to compensate for employee turnover and attrition.
- Responsible for applying the principles of Equal Employment Opportunity (EEO) throughout their span of control. Applies EEO guidelines in hiring practices, training, employee development, and utilization of employee skills. Periodically reviews the status of the EEO program and takes steps to improve programs. Fosters diversity in LCO staffing commensurate with the population the LCO serves.